



## Substance Abuse Counselor - ADC

### Details

**Job ID :** 461

**Title :** Substance Abuse Counselor - ADC

**Job Code :** 1034

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** YES

### Job Departments

- Drug Court

### Purpose

RESPONSIBLE FOR CONDUCTING DRUG COURT ASSESSMENTS AND CONDUCTING THERAPEUTIC/EDUCATIONAL/SUBSTANCE ABUSE TREATMENT GROUPS WITH DRUG COURT PARTICIPANTS

### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

### Job Required Knowledge

- KNOWLEDGE OF ADULT SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 3 YEARS RELATED EXPERIENCE MUST INCLUDE EXPERIENCE CONDUCTING GROUP INTERACTIONS

### Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS
- ABILITY TO MAINTAIN UTMOST CONFIDENTIALITY OF INFORMATION RELATED TO THE COURSE OF EMPLOYMENT

### Job Preferred Knowledge

- LPCC, CADC, LCSW, OR EQUIVALENT CREDENTIALS
- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM

### Job Duties

- CONDUCT PROGRAM/PHASE ORIENTATION AND INFORM PARTICIPANTS OF LEGAL REQUIREMENTS AND IMPLICATIONS CONCERNING TREATMENT
- ASSESS AND ESTABLISH TREATMENT PLAN FOR PARTICIPANTS
- PROVIDE CLINICAL CASE MANAGEMENT
- CONDUCT INDIVIDUAL, FAMILY AND GROUP THERAPEUTIC/EDUCATIONAL/SUBSTANCE ABUSE TREATMENT SESSIONS/AND CRISIS INTERVENTION
- CONDUCT DISCHARGE PLANNING AND PROVIDE REFERRALS FOR CONTINUING TREATMENT
- PROVIDE FOLLOW-UP CONTACT AS NEEDED
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- COMMUNICATE WITH CASE SPECIALISTS TO SECURE RESOURCES FOR PARTICIPANTS AND PROVIDE STATUS UPDATES OF PARTICIPANTS
- MAINTAIN FILES, RECORDS, LEGAL AND CASE DOCUMENTATION IN ACCORDANCE WITH ESTABLISHED REGULATORY POLICIES AND PROCEDURES
- ATTEND STAFF MEETINGS, IN-SERVICE TRAININGS, WORKSHOPS, AND INTER-AGENCY CONFERENCES TO COORDINATE SERVICES
- ATTEND CLINICAL STAFF CONFERENCES FOR CASE REVIEW AND CONSULTATION AS NEEDED



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### Job Duties

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- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED